

25 January 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Storage and Issuance of Regulations by Records Center

1. On 24 January 1962, I discussed the attached memo on the above subject with [] [] was with me and he pointed out that the amount of space occupied by the Regulations is realitively small -- only 3 cu. ft., is of primary concern. The real problem is not storage of the Regulations but in the time required to maintain them. It is a matter of simple economics -- do we spend \$40. - \$50. per week to maintain a current series of ~~the~~ Regulations or do we keep the same ones for about \$5. - \$6. per year *making the reasons*

2. [] if he would compile some information on the amount of space required by the Records Center to keep extra copies of Handbooks.

5 Feb 1962

On 31 January 1962, I advised [] that Agency Handbooks require approximately 112 cu. ft. of Records Center space.

[] commented to the effect that "this does not seem to be a large volume".

Note: [] has been advised."